



**Embassy of the United States of America  
Consular Section, Immigrant Visa Unit  
Bogotá, Colombia**

**INSTRUCTION AND APPOINTMENT PACKAGE - FIANCEE K-VISAS (Packets 3 & 4)**

We are ready to process your fiancé(e) (K) visa. Please read the following instructions carefully. **NOTE: To speed up the appointment scheduling process, we no longer mail paper copies of these instructions to the visa applicant. Please forward this document and the attachments to your fiancé(e).**

**FIRST:** Obtain the documents listed on page 3 that apply to your case. You must bring them to the embassy on the day of your visa interview.

**SECOND:** Fill-out the DS-156, DS-156K, and DS-230 (Part 1) visa applications. The forms are available online at: [http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html). Be sure to answer each question. Every applicant (including any children) must print two copies of the DS-156 form and two copies of the DS-230 (Part 1) form; a K1 fiancé(e) applicant must also print one copy of the DS-156K. Applicants should ensure all answers are correct, especially if someone helped fill out the application. Make sure to use your passport book number (this number appears in red on the inside front cover as well as in the perforations on each visa page in the passport), not any other number in your passport. Applicants should not sign any of these forms but should bring all three pages of the DS-156 (including the third page that contains a barcode) and, if required, the DS-156K form to the interview. Applicants must attach one photograph to each copy of the DS-156 form before they arrive at the embassy. For photo requirements visit: [http://travel.state.gov/visa/visaphotoreq/visaphotoreq\\_5334.html](http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html).

**THIRD:** Once you have the required documents, you must register for your visa interview at <http://colombia.usvisa-info.com>. Please follow the instructions on page 4.

**FOURTH:** Contact one of the Embassy's panel physicians to schedule your medical exam. We recommend that you complete your medical exam within two weeks prior to your interview appointment. See the instruction sheet on page 5 for medical exams.

**FIFTH (THE DAY OF YOUR INTERVIEW):**

- Arrive no later than your appointment time.
- Bring all of the required documents for each visa applicant. (**Please arrange documents in the exact order shown on the attached List of Documents.**)
- Remember that the interview process may take several hours. Our waiting area is outside and Bogota can get cold. Please dress accordingly.
- Children under 14 years of age whose names are listed on a parent's appointment letter are not required to come to their immigrant or K visa interviews so long as their parent or a responsible adult brings the child's documents. Children 14 years and older must attend the interview.

### **IMPORTANT NOTES:**

Visa issuance is not guaranteed. Therefore, we recommend that you do NOT make any travel plans, quit your job, or sell your properties until a consular officer has approved your visa.

The Consular Section does not endorse or have a "special relationship" with any individual, attorney, or business that offers advice or assistance with the visa process. All U.S. government forms are free.

Any document or information presented with your visa application may be investigated by our Fraud Prevention Unit. Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.

To withdraw a visa petition, the petitioner must sign, scan and e-mail a written termination request to [IVbogota@state.gov](mailto:IVbogota@state.gov). Please include the case number, and the complete name and date of birth of both the petitioner and the applicant.

To download forms or learn more about the visa process please visit Immigrant Visa Section of our website at [http://bogota.usembassy.gov/immigrant\\_visas.html](http://bogota.usembassy.gov/immigrant_visas.html).

## LIST OF DOCUMENTS

*We can return most original documents if you also bring notarized photocopies to your interview. If you already included an English translation in the documents you submitted to USCIS as part of the petition process, you do not need to provide additional English translations or duplicate copies.*

- **PASSPORT:** Passports must have at least six (6) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present all previous passports.
- **PHOTOGRAPHS:** Six (6) COLOR photographs taken within the past six months for each applicant. See [http://travel.state.gov/visa/visaphotoreg/visaphotoreg\\_5334.html](http://travel.state.gov/visa/visaphotoreg/visaphotoreg_5334.html) for photograph instructions. Altered or photo-shopped photos will be rejected. NOTE: You must attach one of these photographs to the DS-156 forms prior to the interview – please ensure any staples in the photograph are as far away from your face as possible.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of his or her birth certificate. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates as they are not official extracts from government records.* Applicants who present birth certificates issued more than two years after their birth (including corrected birth certificates) should be prepared to provide additional documentation of their birth, including baptismal certificates and/or the original birth certificate.
- **MARRIAGE CERTIFICATES:** Applicants must present a certified copy of their civil marriage certificate, if currently married. All marriage certificates must include the date and place of the marriage and the complete names of the spouse.
- **TERMINATION OF PREVIOUS MARRIAGES:** The petitioner and applicants must present certified photocopies of final divorce decrees, annulments, or death certificates. We cannot accept civil or religious separations or annotations on the back of marriage certificates as proof that a marriage has been terminated. Notary documents should state “cesación de efectos civiles” when there is no divorce sentence.
- **POLICE CERTIFICATES:** All applicants who are 18 years or older must obtain a Colombian police certificate “Certificado Judicial” at <http://www.policia.gov.co>. Applicants who have lived in another country for more than 6 months since turning 16 years of age (except for the United States) must present police certificates from those countries too. Visit <http://travel.state.gov/visa/reciprocity/index.htm> for information about the availability and process for obtaining police certificates for other countries. Police certificates are valid for 12 months.
- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for any reason in any country (including Colombia or the United States) must present copies of ALL documents related to the case, even if the charges were dropped, the applicant was found innocent, or received an amnesty or other act of clemency.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security or the immigration judge.
- **EVIDENCE OF SUPPORT:** You must demonstrate that you have sufficient financial support. We recommend that your American fiancé(e) or spouse download and complete an Affidavit of Support (Form I-134) which you may bring to your interview. This form is available at <http://www.uscis.gov/i-134>. To avoid processing delays, we recommend petitioners include a copy of their most recent IRS 1040, and a W2, paystub, or a letter from their employer certifying employment.
- **PROOF OF RELATIONSHIP:** Applicants may wish to bring photographs, records of communication (phone records, emails, post-marked letters, cards), evidence of visits with each other, and any other evidence that demonstrates an ongoing relationship. Your American fiancé(e) is also welcome to attend the interview.
- **MEDICAL EXAM:** See attached *Instructions for Medical Examinations*.

## Scheduling a Fiancée Visa Appointment

- (1) Go to <http://colombia.usvisa-info.com>
- (2) Click on "Sign In" at the top right hand of the page.
- (3) If you've already created an account, chose yes and follow the instructions to log into your account. If you have not created an account yet, do so now.
- (4) Once you've entered you account/registered for a new one, a screen labeled "Applicant Summary" will pop up. Click on "Schedule Appointment" which will appear in green at the bottom of the page (under the heading "what would you like to do").
- (5) The next page is labeled "Select Trip Purpose." Click on "immigrant visas," then either "Nonimmigrant Visa for Fiance of US Citizen (K-1, K-2)" or "Nonimmigrant Visa for Spouse of US Citizen (K-3, K-4)," then click on "Immigrant Consulate Has Asked You to Schedule." Go to the bottom of the page and select "Submit."
- (6) Click "submit" on the next page labeled "Select Consulate."
- (7) Click "continue" on the page labeled "View Visa Information."
- (8) Select the DHL location where you want to receive your documents from the pulldown menu on the page labeled "Select DHL Branch" and click "Submit" at the bottom of that page.
- (9) Click "Continue" on the page labeled "Applicant and Family Summary."
- (10) Chose whether you want to pay in cash or with a credit card on the page labeled "MRV Fee Payment Instructions" and click "Continue."
- (11) Payment
  - a. If you chose to pay with cash, you will see green text at the bottom that says, "Bank Deposit Slip PDF Cash COP (and then an amount listed)." Click on that green text and you will be able to print the deposit slip. Take that deposit slip to the bank to pay. Bring the stamped deposit slip to the interview.
  - b. For credit card payment, enter the required information on the next page. Follow the instructions until you are able to see and print a payment confirmation page.
- (12) After you pay, you must enter your receipt number in the box on the bottom of the page titled "MRV Fee Receipt." Then press "submit."
- (13) You will now see an appointment calendar. Dates in blue have available appointments. Click on the date that you prefer and then chose one of the time options from the menu at the bottom of that page. Then choose "Select."
- (14) Review the data on the next page (labeled "Review Appointment Details." If all details are correct, choose "Schedule Appointment."



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**INSTRUCTIONS FOR MEDICAL EXAMINATIONS**

Each applicant, regardless of age, must have a general physical examination prior to the interview appointment. These examinations should be completed **prior** to your appointment at the Embassy.

**SCHEDULE THE EXAMINATION:** Please call one of the doctors (also known as panel physicians) listed below to make an appointment for your exam. Since the full-body exam requires the patient to undress, you may wish to choose a male or female doctor accordingly.

**Dra. Monica Caicedo**

Centro Médico de la Sabana  
Cra. 7 No. 119-14, Cons #506  
Bogotá  
Tel: 215-3949; 637-3219

**Dr. Jairo H. Roa**

Centro Médico de La Sabana  
Cra. 7 No. 119-14, Cons #325  
Bogotá  
Tel: 215-1763; 619-2044; 619-2055

**Dr. Juan Piñeros**

Centro Médico de la Sabana  
Cra. 7 No. 119-14, Cons #326  
Bogotá  
Tel: 612-1224  
(this pediatrician will ONLY see children)

**Dr. Rodolfo José Dennis**

Centro de Especialistas  
Fundación Cardioinfantil  
Cra. 13B No. 161-85 Torre H, Piso 1  
Bogotá  
Tel: 805-0091; 667-2727, ext 2420; 2423; or 2424,

**COMPLETE LABORATORY TESTS:** Applicants who are 15 years of age or older are required to have blood tests and a chest X-ray done **BEFORE** their **general physical examination** at the following address:

**Instituto y Laboratorio Clínico  
Calle 38 No. 8-28, Local No. 1  
Bogotá  
Tel. 232-7272**

**NOTES:**

All applicants must present their passport and a photograph (see photograph instructions) at each laboratory or medical appointment.

Examinations from a laboratory or doctor not included on this list will not be accepted. All applicants must come to Bogota to complete the medical examinations; there are no authorized panel physicians or laboratories outside of Bogota.

## FEES:

As of October 2012, the exams will have a MAXIMUM price of **285.000\*** (Colombian pesos) per adult. As noted below some children are required to get Tuberculin skin testing at an additional cost.

- **150.000** (Colombian pesos) for the general physical examination;
- **135.000** (Colombian pesos) for blood tests (Serology and X-rays).
- **36.000** (Colombian pesos) for Tuberculin skin testing for children between two and 14 years of age

### **\*Prices are subject to change.**

Please note that there may be additional costs required for vaccinations

Laboratory and medical examination fees must be paid in cash by the applicant. Any additional examinations ordered by the doctor must be paid for by the applicant. You may pick up the results of your exams at the doctor's office. On the day of your visa appointment, please bring the results of your medical examinations to the Embassy in a sealed envelope.

## VACCINATIONS:

In order to assist the panel physician, and to avoid processing delays, **all visa applicants** should have their vaccination records available for the panel physician's review at the time of the medical examination. You should consult with your regular health care provider to obtain your original immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement and direct you to the Embassy-approved vaccination clinic. Only a panel physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition; if you do not comply with the panel physician's instructions on these vaccinations, the Embassy cannot issue your immigrant visa. Read the latest vaccination instructions online at:

[http://travel.state.gov/visa/immigrants/info/info\\_1331.html](http://travel.state.gov/visa/immigrants/info/info_1331.html).

## PLEASE NOTE

During your medical examination, you should provide all relevant information concerning your medical history to the examining physician:

- If you are taking any medications, you should know their names and composition.
- If you currently, or have previously suffered from an illness, major surgery or trauma, or physical or mental disease, please bring the medical history from the doctor or medical institution that treated you.
- If you are receiving treatment for any of the above, please bring a copy of your medical history, including treatment and medication.

Failure to provide this information during your medical examination will delay your visa process..

## **Tuberculosis (TB) Testing Requirements By The U.S. Center For Disease Control (CDC) For ALL Immigrant Visa Applicants**

Due to increased rates of TB infection in the United States, the U.S. Government requires more stringent testing and treatment of all applicants before they can immigrate to the United States.

- All applicants two years and older must be tested for TB. Children between two and 14 years require Tuberculin skin testing (TST). Depending on the results of the TST, some children may also need chest X-rays. **Families must plan to be available in Bogota for an extra 4 days to determine if the children also need chest X-rays.**
- All applicants 15 years of age and older must undergo a chest X-ray before the medical examination can be completed. Pregnant women can elect to undergo the chest radiograph with double lead shielding over the belly or they can wait to complete the chest radiograph after the baby is born.
- If the tests are positive for TB, applicants may require treatment before the applicant can receive a visa.